

## EEOP SHORT FORM

### STEP 1: INTRODUCTORY INFORMATION

Agency: **County of San Bernardino**  
Human Resources Department  
Equal Employment Opportunity (EEO) Office

Address: 157 West Fifth Street Telephone #: (909) 387-5584  
San Bernardino, CA 92415 Fax #: (909) 387-6075

Contact  
Person: Kathryn Singh, EEO Supervisor

Date and effective duration of EEOP: January 2004 – December 2005

### Policy Statement:

The County of San Bernardino is committed to the implementation of equal rights, equal employment opportunity, and equal access to opportunity. Its purpose is to maintain and build a healthy, proactive, and highly skilled workforce, which reflects the diversity and talent in the community. The County maintains that diversity in the workforce provides valuable skills and perspectives essential in serving the needs of a culturally diverse community. This includes ensuring a non-discriminatory workplace where individuals are valued for their differences as well as their similarities.

The County is committed to provide equal employment opportunity to all employees and applicants for employment on the basis of merit, efficiency, and fitness, and to prohibit discrimination in every phase of personnel policy and practice in employment, development, advancement, or treatment of its employees. The County shall not discriminate against nor tolerate the harassment of employees or applicants for employment on the basis of age, ancestry, color, gender, race, religion, national origin, marital status, physical or mental disability, medical condition, or sexual orientation.

The County shall not discriminate on any illegal basis in admission or access to, or in operation of, its programs, services, or activities. The County believes in taking inclusive steps necessary for ensuring fair and equal treatment for persons on the basis of their individual knowledge, skills, and abilities in all aspects of employment (including recruitment), testing, hiring, transfer, and promotion. The feasibility of any needed job accommodation, the application of compensation, benefits, training, layoffs, discipline, termination, and all other terms and conditions of employment are administered without discrimination.

County employees, including all levels of management, are asked to fully support and execute all aspects of the County's EEO program. The County has in place a comprehensive, systematic, and equitable process for resolving complaints of discrimination and inequitable employment opportunity activities.

The undersigned has been designated the County's EEO Supervisor and is responsible for evaluating program progress and initiating corrective action when appropriate.

\_\_\_\_\_  
**Kathryn Singh, EEO Supervisor**

\_\_\_\_\_  
Date

**OMB Approval No.:** \_\_\_\_\_

**Expiration Date:** \_\_\_\_\_

## STEP 2: AGENCY'S WORKFORCE

Job Category	TOTAL	MALE					FEMALE				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators	322	157	12	20	5	2	97	17	9	2	1
		48.8%	3.7%	6.2%	1.6%	0.6%	30.1%	5.3%	2.8%	0.6%	0.3%
Professionals	3,732	908	111	203	112	17	1,341	325	401	279	35
		24.3%	3.0%	5.4%	3.0%	0.5%	35.9%	8.7%	10.7%	7.5%	0.9%
Technicians	1,755	404	87	131	38	5	600	195	244	38	13
		23.0%	5.0%	7.5%	2.2%	0.3%	34.2%	11.1%	13.9%	2.2%	0.7%
Protective Services	2,227	1,071	151	333	34	20	288	148	162	13	7
		48.1%	6.8%	15.0%	1.5%	0.9%	12.9%	6.6%	7.3%	0.6%	0.3%
Para-Professionals	2,408	203	42	117	15	3	1,022	280	676	33	17
		8.4%	1.7%	4.9%	0.6%	0.1%	42.4%	11.6%	28.1%	1.4%	0.7%
Office/Clerical	3,145	74	18	91	13	5	1,383	360	1,094	84	23
		2.4%	0.6%	2.9%	0.4%	0.2%	44.0%	11.4%	34.8%	2.7%	0.7%
Skilled Craft	398	247	8	68	7	6	40	2	19	0	1
		62.1%	2.0%	17.1%	1.8%	1.5%	10.1%	0.5%	4.8%	0.0%	0.3%
Service/Maintenance	726	202	72	152	11	5	100	59	112	9	4
		27.8%	9.9%	20.9%	1.5%	0.7%	13.8%	8.1%	15.4%	1.2%	0.6%

### KEY

W	White
B	Black
H	Hispanic
A/PI	Asian or Pacific islander
AI/AN	American Indian or Alaskan Native

### STEP 3: COMMUNITY LABOR STATISTICS (1990 Census Data)

Job Category	TOTAL	MALE					FEMALE				
		W	B	H	A/PI	AI/AN	W	B	H	A/PI	AI/AN
Officials/Administrators	162,195	82,634	3,627	14,438	3,609	697	44,147	3,027	7,571	1,946	499
		50.9%	2.2%	8.9%	2.2%	0.4%	27.2%	1.9%	4.7%	1.2%	0.3%
Professionals	173,654	64,817	4,487	8,973	5,025	473	67,597	6,302	10,805	4,661	514
		37.3%	2.6%	5.2%	2.9%	0.3%	38.9%	3.6%	6.2%	2.7%	0.3%
Technicians	45,992	22,237	1,373	4,419	1,564	132	11,115	1,410	2,586	1,037	119
		48.3%	3.0%	9.6%	3.4%	0.3%	24.1%	3.1%	5.6%	2.3%	0.3%
Protective Services	25,148	14,848	2,185	3,594	336	324	2,506	521	725	76	33
		58.9%	8.7%	14.3%	1.3%	1.3%	9.9%	2.1%	2.9%	0.3%	0.1%
Para-Professionals	30,098	1,850	598	959	360	9	14,899	2,818	6,948	1,383	274
		6.1%	2.0%	3.2%	1.2%	0.0%	49.4%	9.4%	23.1%	4.6%	0.9%
Office/Clerical	251,348	41,538	5,641	14,444	3,527	437	127,196	13,317	37,317	6,574	1,357
		16.5%	2.2%	5.7%	1.4%	0.2%	50.5%	5.3%	14.8%	2.6%	0.5%
Skilled Craft	155,948	97,550	4,794	40,118	2,565	1,334	6,060	546	2,509	346	126
		62.5%	3.1%	25.7%	1.6%	0.9%	3.9%	0.3%	1.6%	0.2%	0.1%
Service/Maintenance	308,229	98,865	12,191	90,129	5,557	1,715	49,820	5,405	39,341	4,293	913
		32.0%	3.9%	29.2%	1.8%	0.6%	16.1%	1.8%	12.7%	1.4%	0.3%

### KEY

<b>W</b>	<b>White</b>
<b>B</b>	<b>Black</b>
<b>H</b>	<b>Hispanic</b>
<b>A/PI</b>	<b>Asian or Pacific islander</b>
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## STEP 4a: UTILIZATION ANALYSIS

JOB GROUP CATEGORY	MALE					FEMALE				
(CLS = Community Labor Statistics)	White	Black	Hispanic	Asian	American Indian	White	Black	Hispanic	Asian	American Indian
OFFICIALS/ADMINISTRATORS										
Workforce #/%	48.8%	3.7%	6.2%	1.6%	0.6%	30.1%	5.3%	2.8%	0.6%	0.3%
CLS 1990 #/%	50.9%	2.2%	8.9%	2.2%	0.4%	27.2%	1.9%	4.7%	1.2%	0.3%
Utilization %	-2.1%	1.5%	-2.7%	-0.6%	0.2%	2.9%	3.4%	-1.9%	-0.6%	0.0%
PROFESSIONALS										
Workforce #/%	24.3%	3.0%	5.4%	3.0%	0.5%	35.9%	8.7%	10.7%	7.5%	0.9%
CLS 1990 #/%	37.3%	2.6%	5.2%	2.9%	0.3%	38.9%	3.6%	6.2%	2.7%	0.3%
Utilization %	-13.0%	0.4%	0.2%	0.1%	0.2%	-3.0%	5.1%	4.5%	4.8%	0.6%
TECHNICIANS										
Workforce #/%	23.02%	4.96%	7.46%	2.17%	0.28%	34.19%	11.11%	13.90%	2.17%	0.74%
CLS 1990 #/%	48.3%	3.0%	9.6%	3.4%	0.3%	24.1%	3.1%	5.6%	2.3%	0.3%
Utilization %	-25.3%	2.0%	-2.1%	-1.2%	0.0%	10.1%	8.0%	8.3%	-0.1%	0.4%
PROTECTIVE SERVICES										
Workforce #/%	48.09%	6.78%	14.95%	1.53%	0.90%	12.93%	6.65%	7.27%	0.58%	0.31%
CLS 1990 #/%	58.9%	8.7%	14.3%	1.3%	1.3%	9.9%	2.1%	2.9%	0.3%	0.1%
Utilization %	-10.8%	-1.9%	0.7%	0.2%	-0.4%	3.0%	4.5%	4.4%	0.3%	0.2%
PARA-PROFESSIONALS										
Workforce #/%	8.4%	1.7%	4.9%	0.6%	0.1%	42.4%	11.6%	28.1%	1.4%	0.7%
CLS 1990 #/%	6.1%	2.0%	3.2%	1.2%	0.0%	49.4%	9.4%	23.1%	4.6%	0.9%
Utilization %	2.3%	-0.3%	1.7%	-0.6%	0.1%	-7.0%	2.2%	5.0%	-3.2%	-0.2%
OFFICE/CLERICAL										
Workforce #/%	2.4%	0.6%	2.9%	0.4%	0.2%	44.0%	11.4%	34.8%	2.7%	0.7%
CLS 1990 #/%	16.5%	2.2%	5.7%	1.4%	0.2%	50.5%	5.3%	14.8%	2.6%	0.5%
Utilization %	-14.1%	-1.6%	-2.8%	-1.0%	0.0%	-6.5%	6.1%	20.0%	0.1%	0.2%
SKILLED CRAFT										
Workforce #/%	62.1%	2.0%	17.1%	1.8%	1.5%	10.1%	0.5%	4.8%	0.0%	0.3%
CLS 1990 #/%	62.5%	3.1%	25.7%	1.6%	0.9%	3.9%	0.3%	1.6%	0.2%	0.1%
Utilization %	-0.4%	-1.1%	-8.6%	0.2%	0.6%	6.2%	0.2%	3.2%	-0.2%	0.2%
SERVICE/MAINTENANCE										
Workforce #/%	27.8%	9.9%	20.9%	1.5%	0.7%	13.8%	8.1%	15.4%	1.2%	0.6%
CLS 1990 #/%	32.0%	3.9%	29.2%	1.8%	0.6%	16.1%	1.8%	12.7%	1.4%	0.3%
Utilization %	-4.2%	6.0%	-8.3%	-0.3%	0.1%	-2.3%	6.3%	2.7%	-0.2%	0.3%

## **STEP 4b: UTILIZATION NARRATIVE**

This narrative provides an interpretation of the utilization analysis chart. In addition, it identifies areas of concern where there is a significant underutilization of women and/or minorities, per the U.S. Department of Justice's defined job categories.

Areas of concern, noted below, were identified where the difference between the current workforce data and the community workforce data was statistically significant. Given the age of the community labor statistics used (more than 10 years old) and the growth and development of the County over the last five to seven years, individual category findings of less than two percent (2%) underutilization were not considered sufficiently significant to be considered areas of concern.

- **Hispanic males:** While under-represented to a greater degree in the Skilled Crafts and Service/Maintenance categories, there are also indications of underutilization in other areas, suggesting an emphasis in corrective efforts is needed.
- **White females:** It is believed the older community labor statistics inaccurately reflect the current white female labor market in San Bernardino County. Nevertheless, underutilization is noted in the Professional, Paraprofessional, Office/Clerical and Service/Maintenance categories.
- **Asian males and females:** While statistically significant under-representation is noted in only one individual category, female Para-Professionals, a general trend of some underutilization is observed across the employment spectrum for this group.

None of the underutilization identified above is insurmountable and there are no permanent obstacles to attaining utilization and/or parity in the County of San Bernardino's workforce.

The overall goal of the County is to obtain a diverse workforce reflective of its community. The County will consistently review its recruitment, hiring, and promotional policies and practices to ensure equal employment opportunity for all.

## **STEP 5: OBJECTIVES**

The following identifies specific objectives that support the County's commitment to achieve a workforce reflective of the community it serves.

- Because Hispanic males are significantly under-represented in several employment categories and Asian males and females are generally under-represented, the County will evaluate its recruitment advertising practices to more effectively target these labor groups. (It should be noted that from January 2003 through June 2004 a hiring freeze, due to budget constraints, gave priority to existing County employees for vacant positions, thereby limiting the County's ability to impact diversity efforts through recruitment and outreach. However, as this policy is no longer in place it is anticipated that increased recruitment efforts will be more effective in meeting this objective.)
- The County will evaluate areas of underutilization as identified by department and classification, and will continue to review recruitment, selection and promotional practices to ensure equal opportunity for persons in all aspects of employment and career advancement.

## STEP 6: STEPS TO ACHIEVE OBJECTIVES

The following includes specific steps that will be taken by the County to achieve Plan objectives and address areas identified as underutilized in the County's workforce:

- Once the programming of the County's Employee Management and Compensation System has been completed to reflect the revisions to the Community Labor Statistics as included in the Census 2000 data, the EEO Plan will be updated to reflect the new demographics, analyzed for areas of under-utilization, and revised as necessary to include appropriate objectives.
- Continue the review of recruitment efforts, selection processes, and applicant flow data, to assist in identifying areas that may be disproportionately eliminating protected groups.
- Strive to identify specific recruitment issues experienced by departments in recruiting for positions that have been traditionally male/female gender based.
- Continue to provide quarterly reports to all County departments on the current ethnicity and gender breakdown of their employees.
- Continue to schedule Department Heads to present their department's current workforce statistics, areas of concern, and EEO efforts to the County's Equal Opportunity Commission on a biannual basis.
- Research, assess, and implement the most effective means of promoting the County as an employer in communities that represent groups that are currently underutilized, i.e. Hispanic and Asian communities, e.g. minority newspapers, radio, community groups, churches, etc.
- Target local and outlying colleges, universities and vocational training institutions providing services to the target groups.
- Ensure that appropriate contractual language is included in all contracts with vendors, service providers, and others that are subject to compliance with all applicable non-discrimination and fair employment practices laws and regulations as a condition of doing business with the County of San Bernardino.
- Develop and implement programs to assist and prepare County employees in their career development efforts. Some examples of this are as follows:
  - ❖ The creation of a student internship classification and guidelines on hiring student interns.
  - ❖ The introduction of a training program specifically tailored toward employees assuming management-level positions.
  - ❖ The establishment of a leadership development training program aimed at preparing employees interested in promoting to supervisory, management, or executive positions.
  - ❖ The publication and distribution of various training opportunities made available to employees through the County's Performance, Education, and Resource Center and other organizations and educational institutions.
- Continue to provide County training for employees, supervisors, and managers on harassment and discrimination. Current training efforts include:
  - ❖ Harassment, discrimination and diversity training as part of Supervisory and Management Classes.
  - ❖ Dissemination and an overview of County policies at New Employee Orientation.
  - ❖ An online training module available either for line staff or supervisors addressing issues of harassment and discrimination.

## **STEP 7: DISSEMINATION**

### **EXTERNAL**

- To make available, upon request, the EEO Plan for review by the public in the County's EEO Office.
- Ensure the County's Non-Discrimination/Harassment Policy and Complaint Resolution Procedures are available to employees and management, applicants for employment, and the general public.
- Post all of the above-referenced information on the County's EEO web page.
- Ensure job announcements/postings and the County job application continues to include the statement, "The County of San Bernardino is an Equal Opportunity and ADA Compliant Employer."

### **INTERNAL**

- Ensure the intranet posting of the EEO Plan for availability to all department heads and managers, supervisors, and employees.
- Provide copies of the Non-Discrimination/Harassment Policy to new employees at the County's "New Employee Orientation" program.
- Continue training managers and supervisors on the County's discrimination/harassment policies and procedures and related EEO matters.
- Continue to provide a half-day training session regarding the County's policies on equal employment opportunity in supervisory/management training courses, Fundamentals of Supervision, and Fundamentals of Management.
- Ensure the Memoranda of Understanding negotiated with the various employee unions contain non-discrimination provisions and statements supporting implementation of the County's EEO program.

